

**The following items must be submitted for Plan Development**

- 1 A "Site Evaluation Report", completed and signed by registered professional engineer licensed in Ohio.
- 2 The "Application for Plan Review" completed in its entirety and signed by the park owner.
- 3 A "Manufactured Home Park Data Sheet", completed by registered professional engineer.
- 4 Written verification from the local flood plain administrator verifying if the proposed location is in a one hundred year flood plain.
- 5 Written verification by the local fire authority of fire protection, and adherence of construction and operation to applicable fire codes.
- 6 Written verification of the approval from the local zoning authority that the land use is zoned for manufactured home park development.  
**#6 applies to *new development only***
- 7 Written verification of permits issued by O.E.P.A., Division of Surface Water for the sanitary sewer system.
- 8 Written verification of the permit issued by the local health authority or O.E.P.A., Division of Drinking Water for a private or public water supply.
- 9 A map shall be submitted by a registered professional engineer which shows the elevation and boundaries of the one hundred year flood plain with respect to areas and lots within the boundaries of the manufactured home park if applicable.
- 10 A vicinity map showing the location of the project.
- 11 A plot plan of total park and developmental phases, which includes area, dimensions, elevations and location of public or private service buildings.
- 12 Design plans showing the location, numbers, and sizes of manufactured home lots.
- 13 Design plans showing all entrance and exit streets, the internal street system and parking areas, including pavement designs and cross sections as described in OAC, 4781-12-09(C).
- 14 Design plans for the drainage of surface and storm water.
- 15 Design plans for any electric, natural gas, propane or fuel oil distribution systems including manufactured home service connections.
- 16 Design plans for area lighting plan.
- 17 Method and layout for fire protection.
- 18 Design plans and profiles of the sanitary sewage system and the design plans for the water system.
- 19 Design plans of typical lot to include parking, patio and walkways, utilities and the base support foundation
- 20 Payment made payable to Treasurer, State of Ohio for full amount due of Plan Review Fee as listed on page 1
- 21 Identification of any sited wetlands and written verification of the permit issued from the U.S. Army Corps of Engineers if applicable.

**WE MUST RECEIVE ALL APPLICABLE ITEMS ON THIS CHECKLIST ALONG WITH FULL PAYMENT DUE ALL TOGETHER IN ONE PACKET . IF ANY ITEMS ARE MISSING, THE ENTIRE PACKET ALONG WITH THE PAYMENT WILL BE RETURNED TO YOU.**



# Ohio Manufactured Homes Commission

5100 Parkcenter Ave., Ste 103 Dublin Ohio 43017

## SITE EVALUATION REPORT

Form to be completed by Engineer prior to site evaluation by Commission

Authority: Ohio Administrative Code Chapter 4781

TYPE OF DEVELOPMENT	
<input type="checkbox"/>	New
<input type="checkbox"/>	Expansion
<input type="checkbox"/>	Substantial Alteration
<input type="checkbox"/>	Change/Repairs

PROJECT NAME		OWNER	
STREET ADDRESS		STREET ADDRESS	
CITY, ZIP CODE	COUNTY	CITY, ZIP CODE	
PROJECT PHONE #		OWNER PHONE #	

**I. Site Information/Conditions**

A. Describe access thoroughfares on and adjoining the site: \_\_\_\_\_

B. Describe adjoining land uses: \_\_\_\_\_

C. Describe significant topographic features such as unusable land area, sharp changes in grade, waterways, or wetlands: \_\_\_\_\_

D. You may use the back of this form for additional remarks or to sketch the above or any other appropriate items.

E. Soil classification: list predominant soil types and characteristics (refer to the "Soil Conservation Service, Soil Survey"): \_\_\_\_\_

F. Research and comment on previous land uses to include, but not limited to, landfills or hazardous substance/disposal sites: \_\_\_\_\_

<p><b>II. Lot Information:</b></p> <p>Number of existing, fully developed lots: _____ (any lot a man. Home can be placed/occupied)</p> <p>Total number of proposed lots: _____</p>	<p><b>III. Describe work proposed:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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**IV. Utilities (check appropriate items):**

A. Transmission lines:	Existing	Proposed	No Indication			
Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Gas, propane, fuel oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Storm sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
B. Service systems:				Public	Private	Other _____
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on soil types in Sec. I E above, do you oppose use of a leaching type waste water drain(s)?  Yes  No

**Note:** New development or expansion may be subject to OEPA review and permits.

**V. Expansion/Substantial Alteration/New Development**

A. Is the proposed development licensed by the licensor?  Yes  No

1. Verify the number of lots on the license permit with section II above, and with previously approved plans, plan approval letters, and plan extension approval letters.

B. Comment on the compliance of the existing facilities to the appropriate rules. \_\_\_\_\_

C. Objections to development of the existing or proposed project. \_\_\_\_\_

Engineer signature	Date	OMHC Staff reviewing form	DATE
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# Ohio Manufactured Homes Commission

5100 Parkcenter Ave., Ste 103 Dublin Ohio 43017

TYPE OF DEVELOPMENT	
<input type="checkbox"/>	New
<input type="checkbox"/>	Expansion
<input type="checkbox"/>	Substantial Alteration

## Application for Plan Review

### Manufactured Home Park

Action governed by Ohio Revised Code Chapter 4781

<b>County</b>	<b>Local Health District</b>
<b>Park Name</b>	<b>Project Engineer #</b>
Street Address	Street Address
City, State, Zip	City, State, Zip
County	Designer Phone No.
<b>MHP Owner</b>	<b>Contractor</b>
Street Address	Street Address
City, State, Zip	City, State, Zip
Owner Phone No.	Contractor Phone No.

<b>I. Costs and Fees</b>	
A. <b>Total cost</b> of "Proposed Development" as estimated by the project engineer (include all labor, materials and property)	\$
B. <b>Plan Review Fee</b> , refer to Fee Schedule on bottom of page (payable to: <b>Treasurer, State of Ohio</b> )	\$
<b>II. Lots</b>	<b>III. Location</b>
Number of existing/fully developed lots _____	Is this development within a 100 year flood plain?
Number of proposed lots (new) _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of proposed lots (renovated) _____	

<b>Individual to be contacted for questions regarding this proposed development (please print)</b>		
Name	Phone Number	Fax Number
<i>I certify that the foregoing data is true statement of facts pertaining to this project as it is to be constructed</i>		
Owner _____	Date: _____	
Must be signed by owner or owner's agent. (Owner's agent must provide written authorization from owner)		
<b>The owner hereby agrees to construct the project in accordance with the approved plans and data sheets</b>		

#### Notes:

- Complete the entire checklist on the back of this form.
- Plan review will not proceed and approval will not be granted without complete submission of all information.
- Ohio Administrative Code 4781 requires plans submitted for review to be sealed by a professional engineer registered in Ohio.
- Other additional information may be requested during review of the plans.
- Provide complete information as required on forms including work that may be done by others.
- Incomplete submittals will cause reviewing delays or the return of your plans.

#### Fee Schedule:

Plan review fee is determined as follows:

- 3% of the total cost of the "Proposed Development" not to exceed \$5,669.00 (max.)
- The minimum fee for plan review is \$405.00 (min.)



# Ohio Manufactured Homes Commission

5100 Parkcenter Ave., Ste. 103 Dublin, Ohio 43017

## MANUFACTURED HOME PARK DATA SHEET

Action governed by Ohio Revised Code Chapter 4781

TYPE OF DEVELOPMENT	
<input type="checkbox"/>	New
<input type="checkbox"/>	Expansion
<input type="checkbox"/>	Substantial Alteration

Plans are required to be prepared and submitted by a registered professional engineer licensed in Ohio

<b>Park Name</b>	<b>Engineer</b>
Street Address	Street Address
City, State, Zip	City, State, Zip
County	Engineer Phone No.
<b>MHP Owner</b>	<b>Contractor</b>
Street Address	Street Address
City, State, Zip	City, State, Zip
Owner Phone No.	Contractor Phone No.

### THE FOLLOWING INFORMATION IS REQUIRED FOR PLAN REVIEW AND APPROVAL

#### 01 Site Information:

a. Provide the 100 year flood plain elevation \_\_\_\_\_ ft, MSL if park is located in a flood plain

b. Describe any prior land uses e.g. has the site been used as a landfill, hazardous substance disposal site, etc

\_\_\_\_\_

\_\_\_\_\_

c. Total land area of the MHP \_\_\_\_\_ acres

Recreation area (minimum 5% of gross land area required) \_\_\_\_\_ acres

d. Area of proposed development \_\_\_\_\_ acres

e. Unusable acreage of total land area \_\_\_\_\_ acres

#### 02 Lot information: 4781-12-08

a. Number of lots proposed for this review

(clearly designate and number all proposed lots on the plans) \_\_\_\_\_

b. Number of existing/fully developed lots

(any lot a manufactured home can be placed upon and occupied) \_\_\_\_\_

c. Total number of lots (sum of a and b above) \_\_\_\_\_

d. Land area of each lot (minimum 3600 sq ft) \_\_\_\_\_

Additional Information / Requirements:

1- Homes placed on the lots must meet the following setbacks: Setbacks are measured from box to box

15 ft side to side from the neighboring home

10 ft side to end from the neighboring home

5ft end to end from the neighboring home

15ft public roadway, street or alley

10ft from roadways within the park

10ft from the park property line

2- Each lot shall be marked so as to be readily identifiable from the street with 4 inch numbers, letters or combination of both.

**03 Streets, Walkways, Parking, Patio: 4781-12-09**

- a. Each lot shall abut on a paved street within the manufactured home park.
- b. All entrance and exit "two-way" streets shall have a minimum width of 35ft.
- c. One way entrance or exit streets shall have a minimum width of 20ft.
- d. All collector, minor or cul-de-sac streets shall have a minimum width of 20ft and on street parking is prohibited.
- e. On street parking is permitted on both sides of streets with a minimum width of 30ft.
- f. On street parking is permitted on both sides of "one-way" streets with a minimum of 28ft.
- g. On street parking is permitted on one side of "one-way" streets with a minimum of 20ft.
- h. No lot shall have direct access to a public thoroughfare.
- I. The park street system shall be directly connected to a public throughfare.
- J. Each lot shall have a paved on-site parking area for two vehicles.
- k. Each lot shall have a minimum two foot paved walkway leading from door of home to adjacent street or parking area.  
Width of walkway on each lot \_\_\_\_\_ ft
- l. There shall be a minimum three feet paved walkway on at least one side of each street within the park.  
Width of walkway throughout park \_\_\_\_\_ ft
- m. Visitor parking shall be provided as:  On street  Designated Area(s)
- n. Street construction:  asphalt concrete  Portland Concrete  other (submit drawings w/plans)  
(1) Depth of aggregate base \_\_\_\_\_ in; depth of cover material \_\_\_\_\_ in

**04 Lighting: 4781-12-10**

- a. Street level illumination shall be  $\geq 0.3$  ft candles (incandescent); illumination provided \_\_\_\_\_ ft. candles. Provide lighting plan.

**05 Foundation/Base Support/Anchoring:**

- c. Type of foundation for each lot proposed  
 Engineered pad  Concrete slabs  Runners  Piers  other (submit drawings w/plans)
- d. All manufactured homes installed within a manufactured home park must be done so by a Licensed Installer in accordance with Chapter 4781 of the R.C.

**06 Utilities:**

- a.  Electric  Natural Gas  Propane  Fuel Oil
- b. Water:  City  Well  
(1) Size of main \_\_\_\_\_ in laterals \_\_\_\_\_ in Size of service hook-up \_\_\_\_\_ in  
(2) Street shut-off valves shall be provided for each manufactured home service line  
(3) Type of pipe/material used: \_\_\_\_\_  
Schedule or SDR# \_\_\_\_\_ ASTM or AWWA # \_\_\_\_\_ Other \_\_\_\_\_
- c. Sanitary Sewage System:  City  other \_\_\_\_\_  
(1) Size of main \_\_\_\_\_ in laterals \_\_\_\_\_ in Size of service hook-up \_\_\_\_\_ in  
(2) Type of pipe/material used: \_\_\_\_\_  
Schedule of SDR# \_\_\_\_\_ ASTM # \_\_\_\_\_ Other \_\_\_\_\_
- d. Storm sewer pipe for surface water/storm water drainage shall be > 12 inches; \_\_\_\_\_ in
- e. Sanitary/storm sewer manholes:  precast concrete  cast in place
- f. Water / Sanitary Sewage / Electrical systems shall be installed to preclude flood water infiltration

**07 Miscellaneous:**

- a. Solid waste will be collected and removed from the manufactured home park on a weekly basis in the following manner  
 Curb side pick-up with receptacles with closed-fitting lids  Dumpsters will be provided for resident use
- b. No more than two freestanding buildings (sheds) shall be placed on each lot
- c. Each time a home, shed, deck or awning is placed on a lot or removed from a lot, a Placement / Removal Notification form shall be sent to the Commission within three days of the event.
- d. Water supplied to each lot will be:  
 Metered and billed by usage in addition to rent each month by the park operator or a third party agency on their behalf  
 Billed at a flat rate and included with lot rent each month  Metered and billed by the City

**Notes:**

1. All materials and methods of construction are subject to OMHC approval
2. Failure to provide complete information may be cause for the Director to disapprove the plans.
3. Any deviation from the plans/design layed out on this data sheet must be approved *prior to* work comencing.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the aforementioned information is a true statement of the facts for the project to be constructed.

\_\_\_\_\_  
Printed Name of Engineer

\_\_\_\_\_  
Signature of Engineer

\_\_\_\_\_  
Date

Ohio Engineer Stamp / Seal

**THIS DATA SHEET WHEN APPROVED BECOMES A BINDING PART OF THE APPROVED PLANS**

*OMHC Office Use Only*

Location in a Flood Plain?     Yes     No                      If Yes: What is the BFE? \_\_\_\_\_                      Any floodways in the Park?     Yes     No

Number of Lots once project complete \_\_\_\_\_                      Water will be supplied by  City  Well    Park Operator meters/bills for water  Yes     No

Manufactured Home Park Data Sheet Approved     Yes     No

\_\_\_\_\_  
OMHC Staff Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
OMHC Staff Signature